

GREAT SPACE Chelsea

18650 West Old US12, Chelsea, MI 48118 (Just east of the I-94 #157 Pierce Rd. Exit)

GREAT SPACE Chelsea is an ideal location to host your event, whether business meeting, team meeting, clubs & Meet-ups, birthday parties, anniversaries, art or craft shows, memorials or showers. We offer evening and weekend day rates. GREAT SPACE Chelsea is heated and air-conditioned and has handicap-accessible on-site parking, clean restroom and flexible layout options and everything needed for your perfect event.

Features

Our event space approximately 1800 sq. ft. At tables the room comfortably holds 75 people (With additional side/serving tables)

Our Kitchenette comes complete with bar sink, refrigerator, small freezer, microwave, toaster oven, coffee maker, some serving pieces are available, & clean-up garbage bags. (Catering is available for an additional fee.)

Tables and chairs, other than what we currently have available need to be quoted and ordered.

We have some tables available for no extra charge.

- 2 - Everyday oversized rectangular tables at 4' x 6'
- 2 - Everyday oversized rectangular tables at 3' x 6'
- 1 - 4' Round Table
- 4 - Additional 6' rectangular plastic tables available (no fee)
- 4 - Additional 4' rectangular plastic tables available (no fee)
- 20 - Regular Chairs on site (additional chairs may be rented for additional fee.)
- 12 - Armchairs
- WIFI

Room Rental

_____ \$45 Mon. - Thurs. evenings (1-2.5 hours ending by 10 pm)	Non-profits - \$35
_____ \$60 on Fri., Sat., Sun. evenings (1-2.5 hours ending by 10 pm)	Non-profits - \$50
_____ \$300 per day - Weekdays, Saturday or Sunday	
_____ Please inquire regarding partial hourly blocks on the weekend	
_____ Plus \$45 additional cleaning fee weekend events	

Additional Amenities

Lavaliere Microphone	\$10.00/day
Easel	\$10.00/ea
Flip Chart with Pad & Markers	\$15.00/ea
Flip Chart with Post-it Pad & Markers	\$25.00/ea
Dry Erase Board with Markers	\$15.00/ea
42" Flat Screen Television	\$50.00/day
Power Strips	\$ 5.00/ea
Extension cords	\$ 5.00/ea

All items are subject to availability.

Deposit/Rental Fees

A signed contract and date-hold deposit of 1/2 the total fee is due on day of booking.

- The balance of your space rental fee is due thirty (30) days prior to your event unless otherwise agreed upon by GREAT SPACE Chelsea.
- A copy of your Special Event Liability Insurance no later than ten (10) days prior to your event. Otherwise the credit card on file will be held for damages, should they occur.
- **Cancellation** Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if canceled 30 days prior to an event, as your agreement to rent GREAT SPACE Chelsea may cause the loss of additional bookings or business.
- If circumstances beyond the control of GREAT SPACE Chelsea force us to cancel your reservation, we will refund all sums paid.

Smoke-Free Facility

GREAT SPACE Chelsea is a smoke-free facility both. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Outdoor smokers must use designated containers.

There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. GREAT SPACE Chelsea features original artwork, and adjacent to our space, highly flammable art supplies and paper. These all can be damaged by smoke and the resulting damage would be very costly to replace or repair

Catering, Cleaning, Trash and Equipment Removal

GREAT SPACE Chelsea will be in a clean condition prior to your event. Please add in set-up and clean-up time since you are required to return the space to the same clean condition in which it was found. All trash must be collected, properly bagged and the furniture must be rearranged. All rental equipment must be removed that night unless approved otherwise by GREAT SPACE Chelsea.

Our kitchenette is production space to be used for final food presentation, plating, coffee prep, and bussing only. Please note GREAT SPACE Chelsea does not provide dishes, glassware, pots, pans, knives, or utensils. We do provide a coffee maker, filters, and sugar. The kitchenette will be clean, and the space should be returned to a clean condition immediately following your event. Caterers must remove all trash and recyclables from the site. Failure to remove or clean will result in additional fees to the caterer and will be charged to the rental party on file.

If alcohol is served at the event your policy must include Liquor Liability coverage. This coverage should protect you and GREAT SPACE Chelsea against alcohol-related accidents, as you are ultimately liable for the safety of your guests.

Contact/Renter Initials _____ Date_____

_____ Attendees can bring their own drinks.

_____ Alcohol will be provided, and attendees can pour their own drinks.

_____ Client is hiring Licensed Vendor/Catering Company

Contact/Renter Initials _____ Date_____

You are ultimately responsible and liable to know whether there are minors at your event and to take every preventative measure to avert them from being served alcoholic beverages.

We require you to obtain certificates of insurance from all third-party vendors. These certificates should evidence \$1,000,000 of General Liability and Liquor Liability Insurance with an "A" rated carrier naming you and your client as additional insured.

LIVE MUSIC/DJs/NOISE

GREAT SPACE Chelsea encourages music and dancing! Loud music must end by 10 pm Sunday through Thursday and by midnight on weekends, Friday and Saturday. Additional time can easily be added provided the volume is modest.

Site Decoration

We ask that only the staff of GREAT SPACE Chelsea assist with rearranging and move any furnishings, including artwork, lighting, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls. Any tape or gummed backing materials must be properly removed after the event. In an extreme case of any wall damage, the card on file will be charged.

Contact/Renter Initials _____ Date_____

Attorney fees

In the event GREAT SPACE Chelsea retains the services of an attorney to represent its interests regarding the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Lost and Found

GREAT SPACE Chelsea takes no responsibility for personal effects and possession left on premises during or after any event. We will hold recovered items up to 30 days and every reasonable attempt will be made to return any recovered item to its rightful owner.

Promotions and Copyright

We are happy to provide professional created images and logos of GREAT SPACE Chelsea for your promotional needs. We also reserve the right to take pictures of your event and use them for our marketing and promotional purposes.

City, County, State and Federal Laws

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is always a drug free and non-smoking facility , NO EXCEPTIONS. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone’s safety, to ensure alcoholic beverages are consumed in a responsible manner. GREAT SPACE Chelsea reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of GREAT SPACE Chelsea or the safety of its staff, guests, or building contents.

Contact/Renter Initials _____ Date_____

Liability

Renter agrees to indemnify, defend, and hold GREAT SPACE Chelsea, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at GREAT SPACE Chelsea. .

Contact/Renter Initials _____ Date_____

Conduct

There is absolutely no drug use or smoking of any kind tolerated on the property. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall always use the premises in a considerate manner. Conduct deemed disorderly at the sole discretion of GREAT SPACE Chelsea staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Contact/Renter Initials _____ Date _____

GREAT SPACE Chelsea

EVENT SPACE RENTAL AGREEMENT

Please complete and sign this form to authorize GREAT SPACE Chelsea to make a debit(s) to your credit card listed below. This permission does not provide authorization for any unrelated debits or credits to your account.

GREAT SPACE Chelsea requires a credit card to be on file during the entirety of your event.

Event Date _____

Event Name _____

Set-Up Time _____ Event Start Time _____ Event End Time _____ End Clean-up Time _____

Number of Attendees _____

Company Name _____

Contact _____

Address _____ City _____

State _____ Zip _____

Primary Phone _____

Secondary Phone _____

Email address _____

Type of Entity – Business Club Association Corporation LLC Non-Profit Other

Cardholder Name _____ Best Phone _____

Billing Address _____ City, St, Zip _____

Email _____

CC Number _____

Expiration Date ____/____/____ (MM/YYYY) CVV2 Number _____

Note: Date-hold deposits are non-refundable 45 days prior to your event.

I _____ authorize GREAT SPACE Chelsea, to immediately charge my credit account a date-hold deposit in the amount of \$_____ (half) of my total rental fee.

Please note that balance due for the space rental fees will also be charged to this card thirty (30) days prior to your event.

I authorize GREAT SPACE Chelsea to charge the credit card indicated in this authorization form according to the terms outlined above.

Signature _____ **Date** _____

space@greatspacechelsea.com

for fastest response to your preferred date.

Or weekdays call 734-562-2662 and leave a message. Sue will get back to you within 24 hours.